

~~CONFIDENTIAL~~

9 August 1951

MEMORANDUM FOR: Deputy Director of Training

FROM :

:

SUBJECT :

: Statement of Functions

1. In compliance with your memorandum of this date, a brief statement of functions are as follows:

a. Basic Mission

Under the direction of the Director of Training and Assistant Director, General, to plan and develop those aspects of the Career Corps Program that involve the Office of Training.

b. Major Functions

1. To arrange with Assistant Director (Personnel) and his representatives the implementation of the Career Corps Program.

2. To plan and arrange for the implementation of training projects under the Career Corps Program.

3. In cooperation with Personnel Procurement, to interview and select professional trainees, and to have them brought on duty.

4. In cooperation with Personnel Placement, to arrange the placement of trainees in the Offices upon completion of their basic training.

c. Major Tasks

As above in b, particularly b, 3 and 4.

Under b, 1, arranging for the implementation of the plan in the Career Corps Program to recruit professional trainees through contacts in colleges and universities. Preparation of brochures for distribution to prospective applicants for positions as professional trainees. Preparation of a brochure for distribution to Agency employees, describing the Career Corps Program.

~~CONFIDENTIAL~~

CONFIDENTIAL

d. Personnel Support

1. Support from all members of O/TR in preparing and implementing the Career Corps Program.

2. Support from Personnel Procurement in selection of trainees.

3. A portion of the time of Administrative Officer, Intelligence School, in the administration of trainees, and from Registrar, O/TR in registering them.

4. One-fifth time of a secretary.

(One Research Assistant and one Administrative Assistant to come on board in September.)

e. Completed Tasks

Preparation of Report on Career Corps Program (writing of Introduction, Discussion, and certain appendices.

Arranging for others to write other appendices. Editing.)

Selection of Professional Trainees for Oct. class

f. Future Tasks Planned

To arrange for implementation of Career Corps Program, as above.

25X1A9a



CONFIDENTIAL